



State of Tennessee Department of Children's Services

Administrative Policies and Procedures: 16.22

Subject: Change In County Of Venue

Supersedes: DCS 16.22, 06/01/01

Local Policy: No

Local Procedures: No

Training Required: No

Approved by:

Effective date: 06/01/01

Revision date: 12/01/03

Application

To All Department of Children's Services Program Operations Employees

Authority: TCA 37-1-101; 37-5-106; 37-2-401; 37-2-411

Policy

There may be situations when it is in the child's best interest to request a change in the county of venue.

Procedures

A. Conditions

1. The Case Manager shall consult with the team leader regarding the possibility of a change in the county of venue.
2. A change is appropriate when the child has been in a stable placement in another county for an extended period of time and one or more of the following conditions exists:
 - a) The child is in DCS guardianship;
 - b) The parent(s) no longer reside in the original county of venue;
 - c) The child is not expected to return to the county of venue.

- B. Consensus**
1. A case conference shall be conducted between all relevant staff, including the Case Manager and the team leader of all counties who will be affected by the change.
 2. If a consensus is reached that a change in the county of venue is appropriate, staff should notify the Regional Administrator(s), of both sending and receiving regions.
- C. Legal request**
- The child's Case Manager shall make a request in writing requesting that the local DCS attorney initiate action with the court of jurisdiction and the receiving court to effect a change in the county of venue.
- D. Records transfer**
- The child's Case Manager shall completely update all records, and transfer them to the receiving county within five (5) working days of notification that the court has approved the change in the county of venue.
- E. Updating information**
1. The child's Case Manager must notify the Child Welfare Benefits staff of the change in the county of venue within five (5) working days of notification that the court has approved the change in the county of venue.
 2. The child's Case Manager must make appropriate changes in ChiPFinS and TN Kids regarding the change in the county of venue within five (5) working days of notification that the court has approved the change in the county of venue.

Forms

None

Collateral Documents

None

Standards

None

Glossary

<i>Term</i>	<i>Definition</i>
<i>County of Venue:</i>	The county in which a court with competent jurisdiction may hear and determine a case.